

## **JOB DESCRIPTION**

### **DRUG COURT PROGRAM MANAGER**

#### **SUMMARY OF FUNCTIONS**

The OPJC Drug Court Program Coordinator reports to the Judges and Judicial Administrator. To perform this position satisfactorily, the Drug Court Program Coordinator provides substance abuse treatment to individuals referred through Drug Court. Services include group treatment and individual treatment. Close collaboration with the Case Management Program is necessary to ensure best care for participating youth. The Drug Court Programs Coordinator participants in team and organizational meetings and completes all necessary documentation and reports as needed or required. Some evening hours are required.

#### **RESPONSIBILITIES**

- Manage a diversified, full caseload of clients.
- Provide effective clinical treatment, both individual and group formats, using evidenced-based models and curriculums.
- Collaborate with case management.
- Work closely with court officials.
- Complete assessments, treatment plans and outcome measures for clients.
- Maintain all necessary paperwork and automated files in relations to case records and financial, statistical and other reporting requirements of the organization funding sources.
- Participate in in-service training and seek opportunities to increase knowledge base.
- Other duties as assigned.

#### **REQUIREMENTS**

- Licensure or certification to practice master's level social work in Louisiana or eligibility to obtain such certification or licensure in the immediate future.
- Car ownership or daily use of a car, with a valid driver's license and insurance.
- Willingness to submit to a background check.

## **PREFERRED QUALIFICATIONS**

Master's Degree in Social Work or Counseling is preferred. Licensed Clinical Social Workers (LCSW), Licensed Professional Counselors (PLC) and/or Licensed Addition Counselor (LAC) are recommended. Experience in clinical setting and with substance abuse is necessary.

## **EXPECTED RESULTS**

- Demonstrate overall positive client outcomes.
- Provide quality clinical services in accordance with applicable funding source requirements.
- Meet all statistical, fiscal, production and other reporting requirements of the organization and funding sources.
- Demonstrates professional growth in clinical practice.
- Help maintain a positive organization presence in the community.
- Fulfill the applicable sections of the organization's strategic plan.

## **COMPENSATION AND HOURS**

The salary range for this position is \$30,000 - \$39,000 commensurate with experience. The scheduled work hours are 35 hours per week.

## **BENEFITS**

Medical	Blue Cross/Blue Shield Health Insurance for a small monthly fee.
Dental	Optional – Basic plan provided through Humana (100% paid by the Court). Dependents may be added (Paid 100% by employee).
Leave	Paid-Time-Off (PTO) is for a combined total of 24 days per year. PTO days do not roll over for fiscal or calendar year and is on a use or lose basis.
Holidays	14 paid holidays subject to change upon the Judges' discretion.

**ORLEANS PARISH JUVENILE COURT**  
**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the Drug Court Program Coordinator outlines the duties and responsibilities for employment in this position. I acknowledge that I have received the job description and understand that it is not a contract of employment. I am responsible for reading the job description and complying with all duties, requirements, and responsibilities contained herein and any subsequent revisions.

Is there any situation or circumstance that would prevent you from meeting the job duties and requirements as outlined?

Yes ☐

No ☐

If yes, please explain:

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Applicant/Employee Signature

Date

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Print or Type Name